

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 21st May 2018

PRESENT

Mr W Wright (Chairman)

Councillors : Mr J Dodson, Mr S Faben, Mr M Johnston, Miss H Parish,
Mr C Parsons, Mr J Pook, Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : None

District Councillor: Cllr Mrs S Ellington

Item**Power Action****2018/ ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR**

- 05-1** Cllr W Wright (Chairman) opened the meeting, welcomed Cllrs and asked for nominations for Chairman for the forthcoming year.
Cllr J Dodson nominated Cllr W Wright. Cllr Wright accepted. Seconded by Cllr C Parsons. No other nominations received, elected unanimously
Declaration of Acceptance of Office as Chairman for the forthcoming year signed.

2018/**05-2 ELECTION OF VICE-CHAIRMAN**

Chairman asked for nominations for Vice-Chairman for the forthcoming year.
Cllr C Parsons nominated Cllr J Pook. Cllr Pook accepted. Cllr S Smith seconded. No other nominations received, elected unanimously.

2018/

- 05-3 DELIVERY OF SIGNED ACCEPTANCE OF OFFICE FORMS BY ALL CLLRS** Confirmed that all 11 declarations received.

COMPLETION OF MEMBERS REGISTER OF INTERESTS FORM Forms handed to Cllrs for completion following the meeting and within 28 days.

2018/**05-4 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Mr D Hunt (away), Miss L Boyes (personal), County Councillor Ms M Smith

2018/**05-5 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

- 5.1 Declarations of interest from councillors on items on the agenda** None
- 5.2 Requests to Speak** No requests received to speak on any items as declared above.
- 5.3 To receive requests for dispensations** Three requests received from Cllrs Dodson, Parish and Wilderspin, all relating to land drainage works discussions.
- 5.4 To grant requests received** The granting of dispensations to be made by Full Council. Council resolved to approve all three requests for dispensation to be included in land drainage discussions. Granted due to knowledge and expertise of the Cllrs on land drainage.

2018/

- 05-6 Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to the business to be transacted, to address the meeting.**

No addresses regarding prejudicial interests were made. No members of the public present.

Public forum closed in order for the Parish Council meeting to commence.

2018/**05-7 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 23rd April and 17th May 2018**

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.

7.1 Matters to report from previous minutes (for information) see clerk's report

7.2 Clerk's Report – noted as published

2018/

05-8 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, Appointments and Policies

8.1 To approve and adopt Standing Orders – Updated Model May 2018

Proposed and carried unanimously to adopt updated Standing Orders

8.2 To review and adopt Financial Regulations – No updates notified Financial Regulations re-adopted

- (i) Proposed, carried unanimously to re-appoint the Clerk as Responsible Financial Officer (FR1.8)
- (ii) Proposed, carried unanimously to confirm the use of variable direct debit for payment of utility bills(FR6.7): Virgin Media, PWLB, ICO
- (iii) Proposed, carried unanimously to continue with existing Cllrs authorised as cheque signatories for bank accounts (FR6.4): Cllrs Dodson, Johnston, Pook, Wright
- (iv) Proposed, carried unanimously to keep existing Cllrs as authorised to authorise BACS payments from Council online bank account (FR6.9): Cllrs Parsons, Johnston, Pook, Wright.
- (v) Dr Williamson confirmed to the appointment of the Internal Auditor (FR2.5). Dr Williamson had advised that Council may wish to appoint a different IA as he had acted as IA for nearly 10 years now. The Clerk to review alternative options during the year for decision at a future Council meeting.

Clerk

8.3 Review of street furniture and assets

Asset list increased to include new play equipment on the recreation green. The Clerk noted a bench on Market St green in need of repair.

8.4 Review of Policies and Procedures

- (i) Risk Management Policy (FR17) Format amended and approved.
- (ii) Insurance Policy (to note only, as insurance renewal is due 30th September 2018)
- (iii) Policies & Procedures reviewed as required and published on Parish Website. No amendments noted on any reviews.

2018/

05-9 REVIEW & ELECTION OF CLLR TO COUNCIL COMMITTEES AND WORKING PARTIES

- (i) Constable's Rood maintenance working party: Cllrs J Pook and D Hunt
- (ii) Finance/budget review working party – Cllrs S Smith and J Dodson
- (iii) Neighbourhood Plan working party – Cllr D Hunt PC representative. Cllrs S Smith, M Johnston and W Wright also attend Steering Group meetings
- (iv) Personnel working party – Cllrs M Johnston, J Pook and S Smith
- (v) Ponds maintenance working party – Cllr H Parish
- (vi) Carters Way-Priory Ave Open Space improvement project working party – Cllrs H Parish and J Pook

2018/

05-10 REVIEW & ELECTION OF COUNCILLORS TO VILLAGE COMMITTEES & CHARITIES

- (i) Memorial Hall – Charity of George Long – to appoint 1 Cllr (4 years) – Cllr K Wilderspin
- (ii) Swavesey Byeways Committee – to appoint 1 Cllr (4 years) – Cllr L Boyes
- (iii) Meridian Magazine – to write PC News – to appoint 1 Cllr (annual) – Cllr J Pook
- (iv) Community Pavilion Trust - to appoint a Cllr committee member (annual) – Cllr S Faben
- (v) Community Warden Scheme – Steering Group – to appoint 1 Cllr (annual) – Cllr C Parsons
- (vi) Thomas Galon Charity; Swavesey Fire Relief Charity; SAY; Festival – Existing appointments confirmed, no changes

2018/**05-11 GENERAL DATA PROTECTION REGULATIONS**

- (i) Confirmation received that Town and Parish Council are no longer required to appoint a Data Protection Officer.
- (ii) To adopt new Policies as required for GDPR:
 - Privacy Notice - adopted
 - Neighbourhood Plan Privacy Notice - adopted
 - Document Retention and Disposal Policy - adopted
 - Removable Media Policy - adopted

2018/**05-12 COUNTY COUNCIL BUSINESS****12.1 Highways Maintenance updates**

Potholes all reported online and now awaiting repairs.

Guided Busway car park. County Cllr Mandy Smith is following up the request for planings to fill the large holes.

12.2 County Cllr Representation To discuss scope and level of representation

Councillors raised concerns over lack of support and representation they believe they receive from the Ward County Cllr due to the conflict of interest with regard to a recent planning application for a major housing development in the village. In particular:

- Highways issues relating to Planning – Conflict of interest relating to planning. The Parish Council works with a neighbouring County Cllr on issues where the Ward Cllr is unable to represent the parish. However highways concerns are increasing and issues raised relate to recently approved housing development and the Parish Council feels that due to the Ward Cllr's interests, there is much less involvement and support from the Ward Cllr.
- Regional Flood Defence Committee – Swavesey's County Cllr sits on this committee. Parish Council raised a lack of confidence in the County Cllr's support of Swavesey flood issues due to a perceived conflict of interest relating to drainage issues and Covel's drain, where personal land ownership is involved. Cllrs believe the County Cllr should not be on the RFD Committee due to conflict of interest. This leads to a lack of support for the drainage issues the Parish Council has relating to funding and support from the RFD.

Council to write to the leader of the Conservative Party at County Council to ask to discuss County Cllr support and conflict of interest relating to Swavesey.

12.3 Correspondence for information and items for County Councillor

- (i) Local Highway Initiative Scheme now open for bids until 31st July. June Agenda.
- (ii) To ask CCC Highways for latest update on delivery/installation of the bollards for outside of the Newsagents, Market St.

June

Clerk

2018/**05-13 DISTRICT COUNCIL BUSINESS****13.1 Correspondence for information and items for District Councillor**

- (i) District Cllr Mrs Ellington reported that following the election, there are now 30 Lib Dem Cllrs and 11 Conservatives. The AGM on Thursday will appoint new portfolio holders.
- (ii) Press Release issued to announce SCDC believes it is now able to demonstrate a 5-yr land supply for new houses, therefore allowing planning applications to be assessed against all of the Council's local policies, including the village development framework boundaries.

- (iii) The Local Plan is yet to be returned by the Inspector and the District Council will still have to vote to accept it. With a change of political leadership it is noted that the Lib Dems did not vote initially for the Local Plan as submitted.
There is an Emergency Cabinet Meeting next Tuesday, called by the Mayor of Cambs and Peterborough, to discuss an increase on Business Rates.

2018/

05-14 NHW and POLICE BUSINESS

Notice received of a review of neighbourhood Policing from the Partnerships Inspector. Invitation to be sent to the new Histon Area Sgt to attend a future PC meeting to explain the new Neighbourhood Policing partnership team structure.

Clerk

2018/

05-15 VILLAGE MATTERS

15.1 To receive the monthly report from the Village Handyman & notify of Maintenance Items Handyman's report noted.

15.2 Play Areas

RoSPA inspections of both areas completed and reports reviewed. Minor repairs noted and will be arranged over the forthcoming month. To also assess amount of bark in the play area and whether any additional is required.

15.3 Community Pavilion, Recreation Green To consider funding support through S106 receipts for improvements to the community room for future hires. Report circulated following discussion between the Clerk and Trustees over work required. In principle Council agreed that S106 funding could be available for the majority of the improvements outlined, however confirmation that that the building is in a stable condition is required first – relating to reference of cracks appearing in the walls. The Trustees to be asked for detailed proposals and costs for the improvements in the report.

Trust

The Parish Council will follow up on the outside space improvements as these will be on the recreation green and will be of benefit to the whole community space and not just the pavilion.

Clerk

The Chairman had received a request from the family of a former Swavesey resident and football player, who has recently sadly passed on, to provide a bench in his memory on the Recreation Green where he played football for many years. Council agreed that it would be possible and that this would fit in with proposals from the Pavilion Trustees for benches alongside the Pavilion. The Clerk and Chairman to follow this up with the family and Trustees.

**Clerk
WW**

2018/

05-16 DRAINAGE

Meeting held with Environment Agency (EA) officers on 1st May, to hear results of recent flood risk modelling with regard to requested maintenance work to the riverbank. Notes circulated. The EA Officers confirmed that the riverbank could not be raised as requested, as maintenance safety requirements could not be provided, plus the funding would not be available due to the low cost:benefit ratio identified by the EA. The Middle Level Commissioners and Swavesey Internal Drainage Board would continue to review this response with a view to how the Middle Level might be able to assist in funding and carrying out the maintenance work. The Parish Council to pass on the notes from the meeting to Heidi Allen MP and to ask for her further support in following this up as the Parish Council still considers the riverbank is in urgent need of maintenance work to return it to its design height.

2018/

05-17 A14 IMPROVEMENT SCHEME – To report on progress of project

Not updates received other than newsletters circulated via website and facebook

2018/

NEIGHBOURHOOD PLANNING – To report on progress of project

- 05-18** Further community engagement events taking place during the summer. The Character Assessment group are now working on writing up a Character Assessment/Design Statement for the village.

2018/

- 05-19 ANNUAL REPORT 2018** Draft approved for circulation

2018/

05-20 PLANNING

- 20.1 To consider correspondence received** None to note

20.2 Playing Field Lease and Grazing Licence

Lease signed following approval at last meeting and returned to Solicitors. Consideration of Grazing Licence for the land for this year to end October, approved. Licence to be drawn up by the Parish Council from previous example, therefore no costs incurred. Rent approved at £40/acre. Discussion over whether the hedges require flail cutting this year and who is responsible for which hedge, the Clerk to clarify ownership. Proposed that a site visit be arranged for Cllrs in the next week or so, to view location of new field entrance for grazing and review hedges.

Clerk

- 20.3 Permissions, Refusals , Appeals** None to report

2018/

05-21 FINANCE

21.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total sum of £9,353.54

Bank Reconciliations:

Lloyds Current a/c	10-04-18	£ 8,207.85
Unity a/c	31-03-18	£ 10,534.30
CCLA - Public Sector Deposit Fund	31-03-18	£ 78,927.81
OPTIMUM card	19-03-18	£ 194.28

21.2 Notice of receipts received

CCLA Interest	£ 27.25
Parish Precept 50%	£ 31,700.00
VAT Refund Quarter 4	£ 563.93

21.3 End of Year 2017-18 To present and approve accounts for audit:

- (i) To note the completion of the Annual Internal Audit Report 2017/18 by the Council's appointed Internal Auditor. Noted.
- (ii) **Section 1 – Annual governance statement**
RESOLUTION: That this Council has considered the findings of the review of the system of internal audit and approves the Annual Governance Statement for the year ended 31/03/2018. **Proposed**, carried unanimously.
- (iii) **Section 2 – Accounting Statements**
RESOLUTION: That this Council has considered the accounting statements shown in Section 2 of the Annual Governance and Accountability Return and approves said statements for year ended 31/03/2018. **Proposed**, carried unanimously.

2018/

05-22 GENERAL CORRESPONDENCE

- (i) CPRE Newsletter
- (ii) CAPALC – launch of new website
- (iii) Inaugural General Meeting of the Cambridge Area Bus Users, Sat 2nd June, Cambridge Central Library, 2pm. To advance the concerns of bus users in Cambridge and the surrounding area.

Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public and press in order to discuss the following agenda item, which is considered to be confidential due to the content of the discussion

2018/ 05-23 National Pay Award - To review the annual salaries for staff following notice of the National Pay Award 2018 & 2019 1

National Pay Award notice circulated with details of current pay scales for the Clerk and Handyman.

Clerk left the room during this discussion.

National Award is a 2% increase in each year to be implemented with effect from 1st April 2018. Proposed and approved to award one Salary Scale Point increase for both Clerk and Handyman as per the National Pay Award.

To confirm Clerk's annual 'work from home' allowance for 2018-19

Proposed and unanimously approved to increase the allowance in line with the Consumer Prices Index currently at 2.3%.

The Clerk returned to the meeting.

The meeting was re-opened to the public

2018/

05-24 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) For CCC Highways – the head wall on the north side of Ramper Rd at 'Willow Tree' corner has collapsed into the ditch.

Next meeting dates:

Planning – 7.30pm Thursday 14th June 2018

Full Council – 7.30pm Monday 25th June 2018

There being no further business, the meeting was declared closed at 10.05pm

Signed & dated
Chairman

Powers of Expenditure

1 Local Government Act 1972, PART VII, s112

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 25th June 2018

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
21	Trees/Hedges/ditches	21/05/2018	2018/05-21.1	002371	Tree Works	Edwin Parish	60.00	0.00	60.00
22	Grasscutting	30/05/2018	2018/05-21.1	BACS	Grasscutting	Buchans Grounds Maintenance	439.80	87.96	527.76
23	Verge Cutting	30/05/2018	2018/05-21.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	311.64	62.33	373.97
24	Sheltered Housing SCDC	30/05/2018	2018/05-21.1	BACS	Grasscutting	Buchans Grounds Maintenance	66.30	13.26	79.56
25	Improvement Works	30/05/2018	2018/05-21.1	BACS	Weed and Fertilise	Buchans Grounds Maintenance	684.50	136.90	821.40
26	Running costs	30/05/2018	2018/05-21.1	BACS	Grant	Age UK Cambridgeshire & Peterborough	3,000.00	0.00	3,000.00
27	Legal Fees	30/05/2018	2018/05-21.1	BACS	Legal Fees - Lease	Taylor Vinters Solicitors	1,209.00	240.00	1,449.00
28	Councillor Training	30/05/2018	2018/05-21.1	BACS	Training	SLCC Enterprises Ltd	265.00	53.00	318.00
29	Stationery	30/05/2018	2018/05-21.1	BACS	Stationery	Viking Direct	26.27	5.25	31.52
30	CAPALC	30/05/2018	2018/05-21.1	BACS	Subscription	CAPALC	458.11	0.00	458.11
31	Telephone/Broadband	02/05/2018	2018/05-21.1	BACS	Telephone & Broadband	Virgin Media	30.00	6.00	36.00
33	Mileage Claims	25/05/2018	2018/05-21.1	BACS	Mileage	Linda Miller	9.00	0.00	9.00
34	Stationery	25/05/2018	2018/05-21.1	BACS	Postage	Linda Miller	0.79	0.00	0.79
32		25/05/2018	2018/05-21.1	BACS					
35	Staff Costs	25/05/2018	2018/05-21.1	BACS	Staff Costs	Staff Costs	2,169.55	0.00	2,169.55
36		25/05/2018	2018/05-21.1	BACS					
37		25/05/2018	2018/05-21.1	BACS					
38	Plants & Gardening	25/05/2018	2018/05-21.1	BACS	Petrol	Shell Cambridge	5.73	1.15	6.88
39	Plants & Gardening	16/05/2018	2018/05-21.1	BACS	Weedkiller	Trevor Wake	12.00	0.00	12.00
Total							8,747.69	605.85	9,353.54